



Islami Bank Foundation

Head Office, Dhaka.

Terms and Conditions for IBF e-Tender User Agreement

IBF e-Tender (e-tender) portal (i.e. [https:// http://ibfbd.org/pages/e_tender](https://http://ibfbd.org/pages/e_tender)) of the Islami Bank Foundation is developed. For carrying out the real procurement transactions, users must use the ibf e-tender Procurement (e-GP) portal at https://ibfbd.org/pages/e_tender. User account will be created only when the following terms and conditions of e-GP system user agreement is read and accepted.

Email Verification

Your email will be used as the user name for accessing IBF e-tender System. Upon submission of your basic user identity information opened by clicking on the New User Registration button from the home page of IBF e-tender portal, you will receive in the email provided by you, an email from ibf.etender.support@gmail.com with a link to click, your unique security key, and other instruction related to your credential documents verification, and payment process.

When you click the link provided in your email, an email verification page with a form will open. You need to enter the email, password and the received security key, and press the Submit button. If you correctly enter the information, this process will complete the email verification process successfully.

With that your account will be successfully created, and you will be displayed another form for entering your specific information, upload digitally scanned mandatory credential documents (scanned documents of company registration certificate, tax and VAT clearance certificate, valid trade license, national ID of contact person, must be easily readable).

Credential documents verification

Tenderers/Consultants, Applicants and Consultants may visit e-tender Users Registration Desk in Islami Bank Foundation Head Office: Al-Razi Complex(10th & 11th Floor) 166, Shaheed Syed Nazrul Islam Sarani Purana Paltan, Dhaka 1000, Bangladesh with the original credential documents used during online registration process or send the documents via registered post or courier service for the post-verification for authenticity.

Procuring entities, development partners, payment network partners (banks and others), and media will be registered through official communication with CPTU, IMED, Ministry of Planning.

After verification of the original credential documents, Tenderer/Consultant, Applicants and Consultants gets the confirmation email notification of registration and will instantly get full access to secured personal dashboard for user specific functions of the e-tender system as e-tender system User.

Maintaining confidentiality

Users are responsible for maintaining the confidentiality of their password and are fully responsible for all activities that occur using your account (e-mail ID and password). E-Tender system does not store user passwords, but it will store only the generated irreversible hash value of the password as e-signature. User must notify IBF (ibf.etender.support@gmail.com) of any unauthorized use of your password or any other suspected security breaches.

Users must ensure that they appropriately log-out every time from their unattended computers or from the

computers you are using in public places. IBF is not liable for any loss or damage arising from such compromise of your user account and password.

The e-Tender system allows modifying, updating their user details including password. But it does not allow to change the login e-mail ID and the name of the company provided during registration process.

Internet Browser and Users' Computer compatibility

To access the e-Tender system securely, users should use appropriate web browsers and their associated security settings. However because of the rapid development of new browsers and new security measures come up frequently, users need to update or install new components and configuration settings as and when these come into effect. Current version of e-GP system can be best viewed at Internet Explorer 7 or above (IE7+) versions and Mozilla Firefox (3.5 or above).

Applicable Time

The e-Tender system shall use the e-Tender data center server time as the reference time for all time-bound activities of procurement processes.

Proprietary Rights

This e-Tender portal is developed and maintained by the ICT Department of the Islami Bank Foundation.

The materials located on this e-tender web portal including the information and software programs (source code) are copyrighted to IBF.

Auto alert and User Dashboard Inbox

Users may choose to select automatic alert services through the configuration in preference section of their dashboard. Each auto alert will be sent to users via preferred channel (i.e. email or SMS), and by default same will be seen in the users' inbox available in their e-Tender dashboard.

If the user does not receive auto alerts because of some third party component or system failure or for any other reason, the users must check their inbox for such alerts/notifications and communications.

Registration charges

Not Applicable

Tender Submission

The Tenderers/Applicants/Consultants are responsible to plan their time sufficient to complete the documents upload, third party transactions like tender security preparation and submission through banks, verify completeness of tender, and final submission of tenders documents for the specific tenders.

Before final submission, the tenderer/Applicant/Consultant may upload documents, fill-in required online forms, modify and verify the documents, and complete other activities part by part. But attempt to submit incomplete tender will not be allowed by the e-Tender System.

Payment process

Not Applicable

Virus and Integrity of documents

If the electronic records entered online and files containing the tender/ application/ proposal are corrupt,

contain a virus, or are unreadable for any reason, the tender will not be considered. It is strictly the responsibility of the tenderer/applicant/Consultant (national or international) to ensure the integrity, completeness and authenticity of the Tender /Proposal, and also should comply with the applicable laws of Bangladesh.

External Web References

IBF does not take any responsibility of its availability and authenticity of the external third party web references, links referred in the e-Tender Portal, as IBF does not have any control over those websites.

Operation, Maintenance and Management

The IBF reserves the right to outsource operation, maintenance and management services of e-tender data center, e-Tender system and other related services to any third party. The users of e-Tender system are to be obliging such any agreement with any outsourced firm/company.

Governing Law

This terms and conditions of use agreement of e-Tender portal shall all be governed by the laws of Bangladesh applicable to agreements made and to be performed in Bangladesh.

Islami Bank Foundation reserve the right to initiate any legal action against those users violating any of the above mentioned terms & conditions of E-Tender system user agreement.

Changes in e- Tender system and terms and conditions of use IBF shall have the right to modify clauses of the terms and conditions without prior notice.

IBF reserves the right to modify, add, delete and/or change the functions, user interface, contents, and other items in e-Tender portal at any time without any prior notice. User is responsible to use the updated e- Tender portal functions and terms and conditions of use.

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